

Graduation Requirements

I. Introduction

To graduate from the Milford Public Schools a student must have earned a minimum of 22.3 credits and must have met the credit distribution requirement. Students must also meet three performance standards: Technology, writing and mathematics. The district's performance standard in writing shall take effect for the class of 2002. The class of 2003 must also meet the district's performance standard in mathematics. Beginning with the class of 2004, each student must earn 0.5 credit in Civics as part of the 3.0 credits in Social Studies.

II. Credit Distribution Requirement

The following courses must be passed:

- A. English – 4 credits
- B. Mathematics – 3 credits
- C. Social Studies – 3 credits including 1.0 in United States History and .5 in Global Studies
- D. Science – 3 credits
- E. Physical Education – 1.0 credit
- F. Health - 0.5 - credit
- G. Business, Technology Education, Family and Consumer Science, Art or Music – 1.5 Credits
- H. Technology Graduation Requirement – 0.1 credit
- I. Writing Performance Standard – 0.1 credit
- J. Math Performance Standard – 0.1 credit

III. District's Performance Standards

A. Writing and Mathematics Performance Standards

1. Definition

- a. Writing: Students shall, prior to the completion of their senior year, produce an essay that is focused, organized, elaborated, and edited for standard English conventions.
- b. Math: Within the content of the course in which the student is enrolled, he/she will satisfactorily complete multistep mathematical problems which require demonstration of basic math operations including fractions or decimals. The student will be provided with any required formulas and may use a calculator in completing the task. The student shall also explain in writing either how he/she arrived at each answer or justify each answer in writing.

2. Exemptions

- a. Students will be exempt from the district performance standard if they have:
 - 1) Achieved a score of 8 on a related section of the Connecticut Academic Performance Test – Response to Literature or Interdisciplinary Subjects
 - 2) Achieved a score equivalent to the national average on the SAT II in mathematics and/or writing
 - 3) Achieved an annually designated score on the mathematics section of the SAT

Graduation Requirements (continued)

- b. Transfers: If a student transfers into the Milford Public Schools after completing at least three years in a high school in another district, he/she may be exempted from Milford's performance standards requirement for graduation.
- c. Special Needs: Students with special needs may be exempt from district performance standards for graduation as described in this policy if so indicated in their Individual Education Plan

3. Implementation

- a. Students will have at least five opportunities over the course of their junior and senior year to complete the performance standard
- b. Students who have not satisfactorily demonstrated the district's performance standard in writing, or who do not qualify for an exemption, will be required to take a writing course in their senior year.
- c. Students who have not satisfactorily demonstrated the district's performance standard in mathematics, or who do not qualify for an exemption, will be required to take a mathematics course, other than a computer mathematics course in the senior year.

4. Notification

- a. Of teachers: At the beginning of the school year, the Guidance Department will provide to teachers (in subject areas with required performance tasks) a list of all seniors who have not met a standardized test goal in their areas. Teachers will be notified of the junior CAPT scores upon their receipt at the school.
- b. Of students: The Guidance Department will write to juniors who do not meet the CAPT goal and the parents of said juniors to remind them of the performance standard requirements for graduation. At the beginning of the school year, each senior shall be notified by his/her guidance counselor of his/her status relative to meeting the performance standards for graduation.
- c. Of parents: The Guidance Department will also notify in writing the parents of seniors who have not met the performance standard goal in any area and thus must pass one or more of the district performance tasks.

B. Technology Requirement

The goal of this requirement is to have a student independently design a solution to an authentic, complex problems. The student must select the appropriate technology (such as computers, advanced calculators, or computer-assisted machinery) and use the technology independently to solve the problems. Some examples of appropriate projects are the task of manufacturing a part, a small business simulation, a design problem in drafting or art, a communication/information task, etc. Guidelines for the technology requirement will be available in the Guidance Department. (0.1 credit)

Graduation Requirements (continued)

- C. A student may count the credits for the passing the Math performance standard, the writing performance standard or the technology graduation requirement to a maximum of 0.3 credits of the 22.3 needed for graduation.

II. Options If Requirements are Not Met

Seniors who are not eligible for graduation with their class due to a failure to meet the district graduation requirement, as per policy, in one or more subjects as described above, may select one of the following options:

- A. Return in September as a fifth year student (*See Policy 6146.3*)
- B. Enroll in summer school and pass the requirement
- C. Enroll in courses to be designated through the Milford Adult Education Program and pass the assessment
- D. Make arrangements for re-testing to meet the performance standard

Legal References: Connecticut General Statutes

- 10-18 Courses in United States history, government and duties and responsibilities of citizenship
- 10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome
- 10-220 Duties of boards of education
- 10-220a High school graduation requirements

(cf. 5123 – Promotion and Retention)

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MILFORD PUBLIC SCHOOLS
 Milford, Connecticut

Graduation Requirement Regulations

I. Performance Objectives

A. The performance objectives in writing are:

1. The students will read an article or story and respond critically in writing to a question called a prompt.
2. Students will edit their writing to show their ability to use standard English conventions.

B. The performance objective in mathematics is:

1. The student will satisfactorily complete multi-step mathematical problems, which require demonstration of basic math operations including fractions or decimals. The student will be provided with any required formulas and may use a calculator in completing the task. The student shall also either explain in writing how he/she arrived at each answer or justify each answer in writing.

II. Administration of Assessment

A. Writing

1. English and Social studies teachers will administer the assessment at least five times over the course of a student's junior or senior years during regular class periods. It will be used as a classroom assignment for all students and will be graded by the teacher and counted as part of the student's work for the marking period.
2. Only the papers of students who scored below 8 out of 12 on the 10th grade CAPT writing assessments, i.e. Response to Literature and Interdisciplinary, will be scored by a committee, and that score will determine whether or not the student has met the writing graduation requirement. A score of 8 out of 12 is required to pass.
3. Papers will be scored without student names on the paper. Each paper will be scored by at least two (2) scorers from a team of three teachers using a rubric with a six-point scale. The team will be appointed by the Assistant Superintendent of Curriculum, or his/her designee, in consultation with the high school principals. The team will not score paper from within the school in which they teach. Each teacher who scores papers will pass a score reliability test. The rubric is a list of criteria needed for each score, which the students know in advance of the test. In the event of a discrepancy (two scores more than one number apart) the paper will be read by a third scorer who will resolve the discrepancy.

III. Notification of and Reporting of Parents – Writing and Mathematics

A. Preliminary notification

1. Students in grades 8 and 9 will be given a practice assessment and parents will be notified of their child's scores by the school.
2. Continuing current practice, parents of 10th graders are notified of their child's CAPT results in the fall of their junior year.

3. Parents of 11th and 12th graders will be notified of their child's score after each assessment that a student takes.
4. Each high school will notify parents by certified mail that their child has not passed one or more assessments by the end of the junior year.
5. All notifications will include a description of opportunities for additional help.

B. Notification of Successful Completion

1. When a student meets the graduation requirement it will be indicated on his/her transcript at the end of the next marking period.

IV. Appeals

A. Writing

1. Students whose score on the assessment is 6 or 7 points out of 12 will be allowed to appeal their score. Students must submit their request for an appeal to the principal within 20 school days of receiving their score. A student must submit a statement, using the scoring rubric, demonstrating why their score is incorrect. If an appeal is made, the paper will be submitted anonymously to a teacher trained in writing assessment scoring from outside the school.

B. Mathematics

1. Students whose score on the assessment is within 10% of the standard may appeal their score. Students must submit their request for an appeal to the principal within 20 school days of receiving their score. A student must submit a statement, using the criteria of the assessment, demonstrating why their score is incorrect. If an appeal is made, the paper will be submitted anonymously to a teacher trained in mathematics assessment scoring from outside the school.

C. The independent assessor will be selected by the Assistant Superintendent of Curriculum and Instruction or his/her designee.

D. The outcome of the independent review will be sent to the principal. The principal will communicate the result of the independent review to the student and parent(s)/guardian(s).

E. Any student may appeal the scoring of their paper in writing within 20 days of receiving score to the Superintendent if they believe the process described in these regulations was not followed. The Superintendent will review the case to assure that all regulations were followed. If the Superintendent finds the regulations were not followed, the Superintendent will order a special assessment.

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